

City of Albion
Job Description

Public Safety Officer

Supervised By: Chief of Public Safety, Lieutenants and Sergeants
Supervises: N/A

General Summary:

Under the general direction of the Chief, Lieutenants and Sergeants, the Public Safety Officer (PSO) is the principle agent responsible for carrying out the functions of the Albion Department of Public Safety (ADPS). These functions include protection of life and property, preservation of the peace and good order of the community, and the furnishing of a variety of services to the citizens of the City in order to improve the overall quality of life in Albion.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Enforce all federal, state and local laws, statutes and ordinances.
2. Patrol the community by foot, automobile, bicycle or fixed post in a conspicuous manner as a proactive measure for the deterrence of crime and the protection of life and property in the City.
3. Investigate all persons, vehicles and situations which are deemed to be suspicious through training and experience.
4. Maintain a police presence at large gatherings or events to deter possible disorder.
5. Constantly monitor and inspect residential, commercial, educational and industrial sites in order to identify and report any hazardous or suspicious conditions.
6. Possess and maintain updated certification and/or training at all times in areas such as CPR, fire science, criminal law and other training as mandated by the Chief.
7. Acts as a firefighter whenever necessary or when called upon by the department.
8. Responds to all fires and alarms while on or off duty.
9. Performs fire inspections or makes referrals for inspections as requested or as deemed necessary.
10. Appear in court when required and give testimony.
11. The PSO is expected to exercise prudent and sound judgment at all times in the performance of his/her duties.
12. Perform any other task/duty as assigned by supervisors or administrators in the department as deemed necessary by them to uphold the department's responsibility to the community which it serves.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include high school diploma or equivalent.
- Must successfully complete both police and fire certification.
- Ability to work effectively under stress and in emergency and confrontational situations.
- Must be physically and psychologically fit for duty.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; travel to other locations; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move items of light to moderate weight, and occasionally lift and/or move heavy items. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee regularly works both in a business office setting and outdoors. In the course of public safety incidents, the employee may be exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate, and can be loud or very loud during public safety incidents.